

**Iowa School Meal Programs
Bureau of Nutrition and Health Services
2012-2013 Calendar**

http://educateiowa.gov/index.php?option=com_content&view=article&id=369&Itemid=2956

General Office Number: 515-281-5356

July 2012

- 16* June original claim submitted online
- 16 Direct Certification download available (first download for 12-13 school year)
- 29 CNP-2 Annual Financial Report for Nonpublic and RCCIs submitted
- 29 Last day to submit upward revisions for April
- 30 Last day to submit original May claim
- 31 Iowa Eligibility Application/Direct Certification Webinar

August 2012

- 1 **hawk-i** web site open for reporting
- 10 Direct Certification download available (second download for 12-13 school year)
- 3 School Program SFA and Site Application submitted online for 2012-2013
- 15 July original claim submitted online
- 27 Direct Certification download available (third download for 12-13 school year)
- 29 Last day to submit original claim for June
- 29 Last day to submit upward revisions for May

September 2012

- 3 13B USDA Foods order form available on web (Order form due 5 days later)
- 10 Direct Certification download available
- 17* August original claim submitted online
- 20 Verification Training Webinar
- 25 Direct Certification download available
- 28 Last day to submit upward revisions for June
- 29 Last day to submit original claim for July

October 2012

- 1 Verification - Select sample
- 10 Direct Certification download available
- 12 13C USDA Foods order form available on web (Order form due 5 days later)
- 15 September original claim submitted online
- 15-19 National School Lunch Week
- 25 Direct Certification download available
- 29 Last day to submit upward revisions for July
- 30 Last day to submit original claim for August
- 31 Unduplicated count of free and reduced price students taken and reported on October reimbursement claim

November 2012

- 13 Direct Certification download available
- 15 **Verification process must be completed**
(submit Verification Summary Report after December 1)
- 15 October original claim submitted online
- 26 Direct Certification download available
- 29 Last day to submit original claim for September
- 29 Last day to submit upward revisions for August

December 2012

- 1 Submit Verification Summary Report after December 1
- 7 13D USDA Foods order form available on web (Order form due 5 days later)
- 10 Direct Certification download available
- 17* November original claim submitted online
- 26 Direct Certification download available
- 29 Last day to submit upward revisions for Sept.
- 30 Last day to submit original claim for October

January 2013

- 10 Direct Certification download available
- 11 13E USDA Foods order form available on web (Order form due 5 days later)
- 11 Verification Summary Report submitted online
(December reimbursement will be held if report not submitted)
- 15 December original claim submitted online
- 25 Direct Certification download available
- 29 Last day to submit original claim for November
- 29 Last day to submit upward revisions for October
- 31 SFSP Schools – Request USDA Foods for summer 2013
- 31 **hawk-i** submission due

February 2013

- 1 Self-Monitoring Review Form completed and on file for SFAs with multiple schools
- 11 Direct Certification download available
- 15 January original claim submitted online
- 25 Direct Certification download available
- 28 Last day to submit upward revisions November

March 2013

- 1 Last day to submit an original claim for December
- 4-8 National School Breakfast Week
- 8 13F USDA Foods order form available (Order form due 5 days later)
- 11 Direct Certification download available
- 15 February original claim submitted online
- 25 Direct Certification download available
- 31 Last day to submit upward revisions for December

April 2013

- 1 Last day to submit original claim for January
- 10 Direct Certification download available
- 15 March original claim submitted online
- 25 Direct Certification download available
- 29 Last day to submit original claim for February
- 30 Short Courses-Register now for training in June and July

May 2013

- 1 Last day to submit upward revisions for January
- 10 Direct Certification download available
- 10 14 A USDA Foods order form available on web (Order form due 5 days later)
- 15 April original claim submitted online
- 28 Direct Certification download available
- 29 Last day to submit upward revisions for February
- 30 Last day to submit original claim for March

June 2013

- 10 Direct Certification download available
- 15 Health Inspection data must be entered online (May reimbursement may be held if report not submitted)
- 17* May original claim submitted online
- 29 Last day to submit original claim for April
- 29 Last day to submit upward revisions for March

* When the 15th is on a week-end or is a State holiday the Local Education Agency (LEAs) will have until 3:00 P.M. on the next business day to submit the reimbursement claim. USDA requires original claims be submitted within 60 days of the claim month and upward revisions be submitted within 90 days of claim month.